

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**April 16, 2015**

**1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Jennifer Booth, Michael Dawson, Michael Dutton, Chuck Flippo, Girard Galvin, Angel Gonzalez, Justin McLaughlin, David Reed, Rita Slom, library bookkeeper Annette Love and library director Anne Shepherd.**

**Excused: David Gordon, Susan McCoy, Linda Martin, Jessica Walsh**

**2. Amendment to the agenda:**

**There were no changes or additions to the agenda.**

**3. Secretary's Report:**

**The secretary's report was tabled until the May meeting.**

**4. Finance Committee report:**

**Michael Dawson reported that the financial statements for March were reviewed. The library is 9 months into the fiscal year and has received 3 of the 4 payments for state aid. Expenses are under budget**

**year to date. Investments yielded a negative 1% return for the month.**

**5. President's Report:**

**Robin Skuncik Jones introduced new Board member Michael Dutton. Mr. Dutton is a local author and accountant.**

**6. Personnel Committee:**

**Robin Skuncik Jones reported that the Personnel Committee will meet in April. She will contact the members with the exact date.**

**7. Building and Grounds Report:**

**David Reed reported that the library has hired a temporary employee to cover the absence of the custodian who is out on extended sick leave.**

**8. Financial Development Committee report:**

**Rita Slom distributed sponsor sheets for the annual fundraising event. She also asked for volunteers to sell 50/50 raffle tickets in the library in early August.**

**9. Friends of the Library:**

**Chuck Flippo reported that the Spring Sale made approximately \$2,000. The next sale in July is the largest sale of the year.**

**10. Director's Report:**

**Anne Shepherd reported that the Newport Daily News published two articles about the library recently. The Head of Reference position has**

been posted and applications have been received. Interviews will be held in May.

The Newport Garden Club is currently displaying floral displays in the Children's section of the library. The displays are based on children's books.

## **11. New business:**

### **a. Approve policy updates:**

The Grievance Policy has been reviewed. No changes were made. Robin Skuncik Jones asked for a motion to approve. David Reed made a motion to approve the Grievance Policy as reviewed. Angel Gonzalez seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, David Reed and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

The Children In The Library Policy was reviewed and updated. Robin Skuncik Jones asked for a motion to approve. Rita Slom made a motion to approve the Children In The Library Policy as updated. David Reed seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Girard Galvin, Angel Gonzalez, Robin Skuncik Jones, David Reed and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

**b. Piano:**

The library has a large grand piano in its Program Room. The piano is in poor shape and rarely used. Anne Shepherd would like to have local piano tuner Larry Brown look at the piano, report on its condition and give an estimate for repair. This will determine if the piano can be repaired or should be sold as is.

**c. Disposal of excess and/or worn equipment:**

Anne Shepherd reported that the library has fair amount of chairs, tables, file cabinets etc. that are worn or of no use to the library. She has contacted several local non-profit groups who may be interested in taking some of the items. The items left behind will be discarded.

**12. Adjournment:**

The meeting was adjourned at 5:00 pm

The next meeting is scheduled on May 21, 2015.